

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Clinic or Physician Name]
[Department of Orthopedics]
[Address]
[City, State, Zip Code]

Subject: Follow-up on Pending Orthopedic Consultation - [Patient Name]

Dear [Recipient Name or Scheduling Department],

I am writing to follow up on the status of a consultation request for [Patient Name], date of birth [DOB]. A referral was submitted to your office by [Referring Provider Name] on [Date Referral was Sent] regarding [Brief reason for referral, e.g., chronic knee pain or ACL injury].

As of today, I have not yet received a call or notification to schedule this appointment. I would like to confirm that you have received the referral and check the current estimated wait time for an initial consultation.

Please let me know if there are any additional documents or insurance authorizations required from my side to expedite this process. I can be reached at [Your Phone Number] or via email at [Your Email Address].

Thank you for your time and assistance.

Sincerely,

[Your Signature]
[Your Printed Name]